

Electronic Reporting Options/Directions for 2003 Physical Fitness Test

Reporting Local Data

Once the data from physical fitness testing has been collected for each school in the district, one of the following options must be selected to report the data for statewide analysis and reporting:

- 1. Internet data entry into a database.** This is a good option for schools with smaller numbers of students. The district representative enters individual student data one-by-one into a web page data-collection form. To select this option you must call or e-mail the state contractor with your request. A confirmation will be sent to you at the district office address along with a secure Personal Identification Number (PIN).
- 2. ASCII text files sent via FTP.** Individual student data are compiled by the district into one large file and sent via File Transfer Protocol (FTP). To send an ASCII file via FTP, you must call or e-mail your request for access from the state contractor. An account and password will be given to you and the file transfer confirmed upon receipt. Please read the School and Student Record layouts (Appendices C and D) for details on the file specifications required for these options.
- 3. ASCII text files attached to e-mail.** Individual student data are compiled by the district into one large file, then attached to an e-mail message to the state contractor. Files larger than two megabytes (approximately 8,200 students) should be sent by Option 2 or 4. Please read the School and Student Record layouts (Appendices C and D) for details on the file specifications required for these options.
- 4. Computer tape (EBDIC), CD-ROM (ASCII), or diskette (ASCII) in standardized format flat files.** Individual student data are compiled by the district, then stored on computer tape, CD-ROM, or diskette and forwarded to the state contractor. Please read the School and Student Record layouts (Appendices C and D) for details on the file specifications required for these options.

AVAILABILITY OF PRE-PROGRAMMED TEMPLATES FOR OPTIONS 2, 3, and 4:

- To facilitate compiling data into the standardized format, you may download a pre-programmed template (in four different formats) from the web page, or you may contact the state contractor for a diskette and instructions.
- The format options include Excel 6.0 or 5.0; or Access '97 or Access 2.0. You must have MS Excel or MS Access application programs on your PC to run these template files.
- Districts and schools using Macintosh programs must contact the state contractor for further instructions.

Submission Deadline:

Data will be collected in spring 2003 and must be submitted by June 30, 2003, to the state contractor.